

City of Reading, Pennsylvania
Police Department
Parade / Special Event Permit Application Instructions

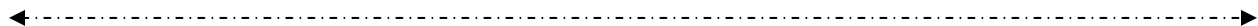
PART 12, SECTION 15-1201, PERMIT APPLICATION FILING, CONTENTS & FEE:

A person seeking the issuance of a parade (special event) permit, shall file an application with the Chief of Police on forms provided by the Chief. (Ordinance 15-1201, Passed 05/29/2001)

- (a) **FILING PERIOD:** An application for a parade (special event) permit, shall be filed with the Chief of Police **NOT LESS THAN SIXTY (60) DAYS BEFORE THE DATE ON WHICH IT IS PROPOSED TO CONDUCT THE PARADE OR SPECIAL EVENT.** The application shall be signed by the applicant or its authorized agent. (Ordinance 14-2001, Passed 05/29/2001))
- (b) **CONTENTS:** The application for a parade (special event) permit shall set forth the following information:
- (1) The name, address and telephone number/s of the person seeking to conduct the event.
 - (2) If the parade (special event) is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number/s of the headquarters of the organization, and of the authorized and responsible heads of such organization.
 - (3) The name, address, and telephone number/s of the person who will be the event chairperson and who will be responsible for its conduct.
 - (4) The date when the event is to be conducted.
 - (5) The route to be traveled, or location of the event.
 - (6) The approximate numbers of persons and vehicles which will be part of the event; if vehicles, a description of the vehicles.
 - (7) The hours of the event (beginning and termination).
 - (8) A statement as to whether the event will occupy all or only a portion of the width of the streets proposed to be traversed.
 - (9) The location, by streets, of any assembly areas for the event.
 - (10) The time at which units of the event will begin to assemble at any such assembly area/s.
 - (11) If the event is designed to held by, and on behalf or, or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf.
 - (12) The purpose of the event.
 - (13) Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit should be issued. (Ordinance 14-2001, Passed 05/29/2001)
 - (14) Liability insurance covering the City of Reading for any claim/s by any person/s or entities arising out of conducting of the event, shall be required as a condition to granting the applications with respect to those events which considering the nature thereof, and the activities involved, in the discretion of the Chief of Police, on the recommendation of the Risk & Safety Manager of the City of Reading, require insurance in such amounts as the Chief of Police shall determine on the advice of the Risk & Safety Manager.
- (c) **APPLICATION FEE:** A fee of Thirty (\$30.00), to cover the expenses incident to processing shall be paid by the person applying for the permit at the time of the filing of the application. (Ordinance 14-2001, Passed 05/29/2001)

THE APPLICATION FEE SHALL BE MADE PAYABLE TO "THE CITY OF READING"

THE HOLD HARMLESS AGREEMENT MUST BE SIGNED & STAMPED WITH THE NOTARY SEAL.
(If the Hold Harmless is not notarized, the entire permit will be rejected until it is notarized)



Return to completed application to:

Reading Police Department
Traffic Enforcement Unit
Special Events Officer
815 Washington Street
Reading PA 19601-3690